CHANGE OF ADDRESS

A Change Of Address (COA), PS Form 5110/5, Can be completed at your local post office. A Change Of Address (COA) should be completed prior to your transfer and must contain a complete/accurate mailing address.

Mail will be forwarded for a period of 12 months after the departure date you provided on the COA card.

A very helpful and much faster alternative to manual address change requests is the online INTERNET CHANGE OF ADDRESS (ICOA) located at: Logon to https://moversguide.usps.com Customers using the ICOA method must provide a valid credit card number for identity verification. The customers credit card is charged $1.00 for the verification.

Benefits of using ICOA – mail is properly re-addressed at the processing center preventing the mail piece from going to your previous address only to be redirected to your new location. This process could reduce your mail piece transit time by as mush as 14 days! Any questions please contact